



## **COMPUTER MANAGEMENT ASSISTANT**

The Embassy of the United States of America, Wellington is seeking an individual for the position of Computer Management Assistant.

This is an opportunity to work in a permanent full time capacity, within a small team that provides a broad range of hardware, software and other Information Technology (IT) support.

To be considered for this position you must have completed at least two years of full time tertiary studies (or the equivalent hours of study part-time) in Computer Science, Information Systems, or Electrical Engineering (specializing in Computers or Electronics), in addition to being a Microsoft Certified Professional (MCP).

As a point of contact for customer service, a key requirement is being comfortable with troubleshooting a multitude of network and operating system related issues. Your strong customer service skills are based on your ability to be highly organized and manage your time well. Having well developed communication skills will enable you to train others in software operations, and maintain good working relationships across the board. Being fit and able to lift up to 20kgs will work to your advantage

Current eligibility to work in New Zealand is also required.

The starting salary for this position is NZ\$48,261 gross per annum.

A copy of the full job description and person specification is available at [http://newzealand.usembassy.gov/job\\_opportunities.html](http://newzealand.usembassy.gov/job_opportunities.html)

*All employees of the US Government are required to complete full medical and security background checks.*

For further information or to apply for this position, please forward correspondence to:

HR Specialist  
Embassy of the U.S.A.  
P.O. Box 1190  
WELLINGTON  
Email: [Wellington.HR@state.gov](mailto:Wellington.HR@state.gov)

**Applications close at 5:00pm on Thursday, 9 June 2011.**